

**Request for Proposals: Fitness Center Operations and  
Related Services  
RFP # DHRM08-2  
Issued: July 1, 2008**

**ADDENDUM 1  
Issued July 17, 2008**

**This Addendum incorporates certain general comments, general corrections to the RFP, and answers to questions posed during the optional pre-proposal conference held on July 14, 2008.**

**GENERAL**

**Verbal responses to questions at the optional Pre-Proposal Conference on July 14, 2008 are unofficial and are not binding. Only these written responses may be relied upon by offerors.**

**Participants at the Optional Pre-proposal Conference were required to register their attendance and to provide their business cards and fax numbers. A list of all attendees at the conference is enclosed for informational purposes.**

**Questions and Answers:**

*Questions from Pre-proposal Conference*

1. How many state employees would there be that would have access to this facility?  
There are approximately 5,000 state employees working within walking distance to the facility.
2. Is there room for expansion if this program became very popular/successful?  
The Commonwealth will review this pilot program on an annual basis. The evaluation process might result in programmatic changes such as facility size.
3. On the site diagram is the unmarked room also a classroom?  
The unmarked room is also a classroom, and the classrooms are not part of the facility.
4. Are you expecting to own or lease the equipment for the facility?

Offerors are encouraged to provide late model equipment under this agreement. Ownership or Lease holdings of equipment is the responsibility of the vendor.

5. Renewing the contract is that going to be based on how well the program does?  
Yes; Program reporting documenting the success of the program is provided by the vendor selected.
6. Will there be clarification of the criteria that will need to be met for a renewal?  
Contract renewal will be determined by the Commonwealth, based upon a variety of factors including program success, available funding, ETC.
7. Who will be responsible for marketing this facility? Would it be a joint effort between the vendor and the state?  
The Commonwealth of Virginia will be the sole distributor of marketing information for this facility.
8. Will there be a fee for the state employee for this use of this facility?  
No.
9. Will the state have suggestions on how to make this program a success?  
Yes.
10. What about Automated External Defibrillators (AED)?  
The Commonwealth of Virginia will provide fixtures to include this equipment.
11. Will there be electrical outlets provided for equipment? If so what voltage will be available?  
Yes, 110 located on several circuits will be available.
12. Would the cubicles be for the staff?  
Yes.
13. Will the classrooms be available as well?  
No.
14. Will there be space available for educational purposes?  
Classroom space may be available on the mezzanine level, however, this procurement is for the fitness facility only. Health education services are provided under the CommonHealth program.

15. Personal Training is that going to be included in the program? If so would there be a fee for the individuals?  
The Commonwealth is interested in your proposal to provide this service. It is not envisioned to charge individuals for additional services.
16. Will the state provide brown bag luncheons for fitness events?  
Marketing of the facility is the responsibility of the Commonwealth.
17. Will the glass doors have access into the facility as well?  
No, only one entrance will be available. The second set of doors will be for egress only.
18. Will this facility replace the exercise unit down stairs?  
No.
19. Could the vendor also use a computer system to log access to the facility?  
Yes.
20. Is there going to be an area designated for testing purposes?  
Yes, the cubicle for the staff person will allow for this purpose.
21. Is there a shower area available?  
Yes, men's and women's showers, lockers and changing areas are located on the "S" level of the building.
22. The state is not looking for profits to be made in this facility, correct?  
Correct.
23. Do you want the vendor to purchase or lease the equipment?  
This is a business decision on the part of the offeror. The Commonwealth requires that the equipment be new, and function properly.
24. How quick would the back ground check be? Would the state be in charge of getting that check?  
The state would provide the background check of staff through the State Police. Time span of check is unknown.
25. PARQ, who will be processing that information?

The vendor.

26. Will there be an opportunity for the vendors submitting bids to do a formal presentation with either a site visit to their facility or a power point presentation?  
This is not a requirement for this solicitation.
27. How many levels down is it to the locker room and showers? Would the participants be walking down or would they be able to take the elevator?  
The showers are on the "S" level of the building. Stairs or elevator are options.
28. Will the organization be able to reserve classrooms for educational purposes?  
Classroom space is not a part of this solicitation.
29. What is the square footage of the facility?  
Approx. 2,000 square feet.
30. Is the Commonwealth planning to play music in the fitness center?  
No, not at this time.

**Vendors in Attendance of the Pre-Proposal Conference  
Held Monday, July 14, 2008**

Aquila, Ltd.  
Elite Fitness Systems  
Fantastically Fit Inc.  
Fit-To-Go  
Fitness RX  
Gordian Health Solution  
LSE Health  
Mid-Atlantic  
Vigorworks/Ashlin

**RFP #DHRM08-2 Fitness Center Operations and Related Services**

Mandatory Pre-Proposal Conference

Monday, July 14, 2008 at 10:00 a.m.

**Sign In Sheet**

FIRM	PRINT NAME	SIGNATURE
1. Fantastically Fit Inc.	1. Yedda Stanci	1. Yedda Stanci
2. VIGORWORKS/ASHLIN	2. SAMUEL BOTTS	2. S. Botts
3. <del>ANTHONY CUDJO</del> FITNESS RX	3. ANTHONY CUDJO	3. Anthony Cudjo
4. Gordian Health Sol.	4. Sue Warren	4. Sue Warren
5. Gordian Health Solution	5. Mitch Beeson	5. Mitch Beeson
6. LSE Health	6. Ed Klein	6. Ed Klein
7. LSE	7. L. Nelson	7. L. Nelson
8. Elite Fitness Systems	8. Tysin Schoch	8. Tysin Schoch
9. <del>RALPH STEWART</del> FITNESS RX	9. R. STEWART	9. R. Stewart
10. <del>Ricky Martin</del> FIT TO GO	10. Ricky Martin	10. Ricky Martin
11. <del>Ricky Martin</del>	11. _____	11. _____
12. Mid Atlantic	12. Hosi-Lowrie	12. Hosi-Lowrie
13. <del>Wendy Martin</del> Aquila	13. Wendy Martin	13. Wendy Martin
14. _____	14. _____	14. _____
15. _____	15. _____	15. _____
16. _____	16. _____	16. _____
17. _____	17. _____	17. _____
18. _____	18. _____	18. _____
19. _____	19. _____	19. _____
20. _____	20. _____	20. _____